



# PURCHASE ORDER

**PO Number: 303-1-1113**

Requisition Number: 303-1-02547

**Order Date: 8/12/2021**

**Released**

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,  
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

**IF INVOICE IS MAILED, DELAYS MAY OCCUR.**

TEXAS FACILITIES COMMISSION  
FISCAL MANAGEMENT / ACCOUNTS PAYABLE  
P.O. BOX 13047 Austin, Texas 78711-3047

### Delivery Location

Texas School for the Deaf  
1102 S. Congress Ave.  
Attn: Daniel Yen  
Austin, TX 78704

**Show numbers on all papers and packages**

### Referenced Source or Vendor

17423874860  
AFMA Inc. dba Core Office Interiors - Austin  
10300 Metric Blvd.  
Suite 200  
Austin, TX 78758  
Dylan Eagle  
Phone:832-819-6085, Fax:  
deagle@coreoi.com

- 1 National Furniture Lectern.
2. Delivery and Installation of Lectern for the TSD Board Room.

Pricing As Per Attached Quote, Order Number 6418 Dated 07/30/2021.

**Description** TFC Contact:  
Daniel Yen  
512-463-8320  
A/E Contact:  
Navvab Taylor, 512-852-0261

Services performed under this agreement are not considered complete for purposes of payment until TFC, or its authorized designee, inspects and accepts the work performed by the vendor.

### Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
10N2746LC2W--KRS-AD-501:  National Furniture; Universal, 27w x 46h Lectern, Deluxe Wood KRS: Random Core, Installed, Silver	1	Each	\$2,576.80	8/6/2021	10/31/2021	\$2,576.80

AD: Almond / 501: Platinum Metallic

% Off List: 60.00

Provide all labor, tools, materials and equipment necessary to install lectern as per attached quote #6418 dated 07/30/2021.

**NIGP Class:** 785

**NIGP Item:** 72

**Object Class:** 892

**Reimbursement Type:** Not Reimbursable

**Notes:** Furniture estimated to be delivered by second week of September 2021.

Fiscal Org Code:

8802: \$822.00

8803: \$2,012.48

Core Office Interiors: Delivery & Install

**NIGP Class:** 931

**NIGP Item:** 45

**Object Class:** 892

**Reimbursement Type:** Not Reimbursable

1	Fee	\$257.68	8/6/2021	10/31/2021	\$257.68
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**Grand Total \$2,834.48**

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2021
<b>Division</b>	Facilities Design and Construction
<b>Program</b>	Facilities Design and Construction
<b>Phone</b>	5124638320
<b>Org Code</b>	8803 - TSD Central Service Center
<b>Type of Purchase/PCC Code</b>	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
<b>Work Order Number</b>	N/A

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

**Invoicing Standards**

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable ) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;

(10) unit numbers corresponding to the original order; and

(11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

**FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.**

**TEXAS FACILITIES COMMISSION INTERNAL PURCHASING**

PURCHASER: \_\_\_\_\_

Jordan, Michelle - CTCD,

**(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)**

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)